WHAT IF I CHANGE ADDRESS AFTER I HAVE ACQUIRED MY PERSONAL LICENCE?

You will need to contact your original Licensing Authority to notify them of any changes, and complete the necessary forms, and make a payment of £10.50 for them to action your request. It is an offence not to update Personal Licence when changing your address.

WHO CAN HELP ME COMPLETE THE APPLICATION FORMS?

You can get assistance from our Licensing Officers, or you may wish to employ the services of a Licensing Consultant or Solicitor, who may also be able to help you with any other licensing matters.

HELP & ADVICE: WHO CAN I TALK TO?

The Licensing Team at Ashfield District Council are able to offer you any advice that you may need. Please call us on 01623 457589, or alternatively you can email us at: **licensing@ashfield-dc.gov.uk**

The Licensing Team at Nottinghamshire Police are also able to help. You can call them on 01623 483938.

Contact Details

Licensing Team
Ashfield District Council
Urban Road
Kirkby-in-Ashfield
Nottinghamshire
NG17 8DA
Telephone: 01623 457589
Email: licensing@ashfield-dc.gov.uk
Website: www.ashfield.gov.uk

LICENSING AUTHORITY

LICENSING ACT 2003

PERSONAL LICENCE

Ashfield
DISTRICT COUNCIL

HOW TO COMPLY WITH THE LICENSING ACT 2003

LICENSING ACT 2003 - WHAT HAS IT GOT TO DO WITH ME?

Personal Licences are granted to individuals by Local Councils (also known as the Licensing Authorities).

HOW DOES THE LAW AFFECT ME?

The law provides a system for the granting of Personal Licences to individuals to sell, or to authorise the sale of alcohol. A Personal Licence is separate from the licence to be used for the sale or supply of alcohol (the Premises Licence).

The law therefore introduced “split licensing” with a Personal Licence which is portable for the Licensee, and a separate Premises Licence which will be granted for the venue that sells / supplies alcohol.

WHY WOULD I WANT A PERSONAL LICENCE?

A Personal Licence only allows the holder to sell alcohol from establishments with a Premises Licence that authorises the sale of alcohol.

An individual is permitted to only hold one Personal Licence at a time, but it will be possible for the holder of a Personal Licence to be named as the Designated Premises Supervisor on a Premises Licence.

More than one individual at licensed premises may hold a Personal Licence, but it will not be necessary for all staff who actually serve alcohol to hold a Personal Licence.

TO WHOM DO I APPLY FOR A PERSONAL LICENCE?

When applying for a Personal Licence, you must apply to the Licensing Authority within which you live. This may not be the same Council as the one that covers the area in which you work.

DO I NEED ANY QUALIFICATIONS BEFORE I APPLY FOR A PERSONAL LICENCE?

You will need to have acquired one of the following recognised qualifications in order to then apply for the Personal Licence itself:

- **BIIAB** Level 2 Award for Personal Licence Holders
- **CIEH** Level 2 Award for Personal Licence Holders
- **HABC** Level 2 Award for Personal Licence Holders
- **IQ** Level 2 Award for Personal Licence Holders
- **LASER** Level 2 Award for Personal Licence Holders
- **NCFE** Level 2 Award for Personal Licence Holders
- **Pearson Education Ltd** Level 2 Award for Personal Licence Holders
- **SQA** Level 2 Award for Personal Licence Holders
- **Training Qualifications UK** Level 2 Award for Personal Licence Holders

Please visit: **https://www.gov.uk/government/publications/accredited-personal-licence-qualification-providers/accredited-personal-licence-qualification-providers** where you will find the contact details of the training providers of the above qualifications, who can inform you of the courses, costs and availability in your area.

HOW TO APPLY FOR A PERSONAL LICENCE

You can download an Application Pack from our website. Complete the forms and return the following to the Licensing Authority:

- Personal Licence application form
- Disclosure of Convictions & Declaration form
- 2 x Passport sized photographs one must be signed by someone of some standing within the community.
- Payment of £37.00 (payable to Ashfield District Council)
- Your Personal Licence recognised qualification (see above)
- A Basic Disclosure (CRB) (this must have been issued no later than 28 days prior to the Licensing Authority receiving your application)